

CITY OF FONTANA PURCHASING SUPERVISOR

DEFINITION: Under general direction, supervises, plans and coordinates the activities and operations of the City's centralized Purchasing function; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Management Services Director; and performs other related work as necessary. This position provides lead supervision to professional, technical or clerical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Coordinate the organization, staffing and operational activities for the City's centralized Purchasing function including procurement of materials, supplies and services.
- Participate in the development and implementation of departmental goals, objectives, policies, procedures and priorities.
- Supervise and direct the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action and complaint resolution.
- Direct, coordinate and review the work plan for Purchasing; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; and review and evaluate work products, methods and procedures.
- Assist City staff with procurement needs by providing professional and technical guidance on obtaining materials and services; ensure that procurement activities meet legal and professional standards by enforcing pertinent codes, policies and regulations and professional ethics regarding purchasing operations. Encourage the standardization of equipment, materials and services used by various City departments.
- Conduct pre-bid specification review conferences with bidders and City officials to resolve any conflicts or misunderstandings regarding bids; supervise and participate in the development of bid specifications; and analyze bids for compliance and make recommendations on major purchases.
- Oversee, review and process purchase orders, verifying proper account numbers/funds for ordered items; sign and approve purchase orders as authorized; and coordinate and monitor open/blanket purchase orders.
- Supervise the sale of surplus items in excess of or unsuitable for City use.
- Establish and maintain contact and negotiations with vendors; keep informed of new products; develop new sources of supply; and evaluate vendor performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with internal and external customers.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Federal, state, county and city regulations regarding purchasing methods and practices.
- Governmental purchasing practices, principles and terminology related to a wide variety of products and services.
- Materials, supplies and equipment used in municipal services and the sources of such products.
- Principles and procedures of financial record keeping and reporting.
- General laws and regulations applicable to the formal bidding process.
- Operational characteristics, services and activities of a comprehensive municipal purchasing program.
- Modern office procedures, methods and equipment.
- Current personal computer work processing and spreadsheet applications.

A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible procurement experience, which included a minimum of three (3) years in the public sector and some supervisory responsibility.

Education: An Associate's Degree from an accredited college or university with major coursework in accounting, public administration, business administration or a closely related field.

Licenses and/or Certifications: Professional purchasing certification of Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or purchasing certificate from an accredited college or university is highly desirable. Possession of, and continuously throughout employment, a valid CA Driver's License.